Governor's Office of Information Technology (OIT) Standard Setting Form 100-15

A standard is a set of product or service specifications, characteristics, or performance requirements applicable to IT resources that are required or permitted by §24-37.5-101 et seq. C.R.S for the Governor's Office of Information Technology (OIT) to set in place. OIT has authority to establish and apply standards to state agencies and public agencies, as defined by 24-37.5-102 and 24-37.5-401 C.R.S., respectively. OIT will set standards to increase efficiency, improve security, or enhance functionality through standardization and uniformity. The term "standard" is NOT synonymous with policy, procedure, rule, or consolidation. The decision to set a standard shall be based on: a) a statutory mandate to set a standard, or b) a determination that an opportunity exists to create efficiency, improve security, or enhance functionality through standardized or uniform products, services, or procedures.

Standards may be set by means of: a) competitive solicitations or b) business decisions made by the Chief Information Officer (CIO) or delegate or Chief Information Security Officer (CISO) or delegate. OIT will strive to set standards in the most competitive way reasonably possible. A business decision will be based on consideration of: a) professional assessment of state needs, b) functionality of existing and available information technology resources, c) compatibility with existing state information technology resources, d) market availability of support for information technology resources, e) long term ability to avail the state of competitive purchasing opportunities, and e) recommendations from recognized "standards groups."

Anyone from state agencies and public agencies, as defined by 24-37.5-102 and 24-37.5-401 C.R.S., may propose a standard by contacting their Agency IT Director to assist them in completing the following analysis, form #100-15-Governor's Office of Information Technology (OIT) Standard Setting Form.

Anyone initiating a standard will complete the following analysis in support of the standard with their Agency IT Director:

	Briefly define how this action addresses OIT's purpose/mission, and cite the statutory mandate or authority to set this standard. See Appendix A
Introduction	In accordance with §24-37.5-105(9), the CTO's Office adopts the following standard to guide the creation and utilization of Web Services for use in all applicable State Applications. This Standard shall be titled "Mobile Application Platforms-2012v1".
	Define the proposed standard and the scope. Define which agencies or areas will be included. Define the proposed timeline or implementation schedule.
Project Description	For State developed applications that will be deployed on mobile devices, the State will develop for both the Android Platform as well iOS (ipads and iPhones). These two platforms are the only one with a greater than 10% market share as of SEP 2012. This Standard will be reviewed annually to determine if the market share landscape has significantly changed, and may change as a result.

Anticipated Advantages

Define the benefit(s) that will be achieved and/or the problems that will be alleviated through this standard. Define the long term cost savings anticipated. For example, price advantages from aggregated procurements, energy savings, reduction in maintenance costs, reduction in training costs, etc.

The rise in prominence of mobile applications cannot be disputed. The need for a cohesive applications development standard to govern their development is also self-evident.

Process for Implementation

Define how the standard will be implemented. For example, phased in over a period of time, through immediate action, regionally, by department, etc. Define what procurement steps, if any, are necessary to implement standard. Define the long-range competitive opportunities, identifying requirements for additional licensing, applications, resources (FTE or other) etc.

Implementation can start immediately for NEW software development projects. Projects on the fly that utilize mobility should be reviewed for the viability of adoption.

Cost and Funding

Define initial implementation funding requirements. If any, define how implementation will be funded.

Any costs should be part of the project cost of the individual software development project. If mobility is needed in the application then this cost should be taken into account during the project planning phase.

Security

Define how the proposed standard may impact security. For example, define if will there be additional costs or a cost reduction. Define how it may be easier to maintain adequate security or more difficult.

Mobile Applications have enhanced security considerations over other distributed software applications. However, all of the security protocols required by the CISO will be supported by this standard.

Review and Approval

Define the process to be used to obtain comments and final approval; including agencies that will be involved and their roles, and approval needed from any agency or individual other than the OIT Office of the CTO and Enterprise Architecture Team who will oversee all standards review and approvals.

All Agencies that either develop software internally, or contract out their software development are potentially impacted by this standard. The on boarding process developed by the EPPMO should identify any new project that proposes the use of Mobile Application Development. This will subsequently be reviewed by the EATeam for architectural integrity and sign off.

Describe the Standard:

In 1-2 sentences, briefly define this standard.

Whenever mobility or mobile applications are created and utilized by the State, they must work on both the iOS or Android platforms, the versions being the most current major minus one.

Enforcement and Compliance

The Office of the CTO and the Enterprise Architecture Team (CTO-EAteam@state.co.us) will be responsible for enforcement and compliance of standards.

	☐ Competitive solicitation	Solicitation #:	
Set by:	OR	☒ CIO/Delegate	☒ Professional assessment of state needs ☐ Functionality of existing and available IT resources ☐ Compatibility with existing ☐ Market availability of support ☐ Long term ability to avail the state of competitive purchasing opportunities ☒ Recommendations for recognized "standards groups"
	☒ Business Decision	OR ☐ CISO/Delegate	

By signing this document, the OIT the Chief Information Officer (CIO) or delegate and Chief Information Security Officer (CISO) or delegate hereby agrees to set the standard:

CIO/Delegate	Date	CISO/Delegate	Date
Printed Name		Printed Name	

Approval requires the following:

Official Name of Standard :	
Official Standard Effective Date:	
Standard Document ID:	
Standard Enforcement and Compliance Assigned to:	**Assigned to:**_____ **Acknowledged by***:* Standard Owner for Enforcement and Monitoring ☐ Date Title ☐
Standard Communicated on:	**Date:** _____ **Via:** ☐ Email- All State Employee Listserv ☐ Website ☐ Intranet ☐ Other? List:_____

Appendix A- Statutory Reference

Pursuant to §24-37.5-101 et seq. C.R.S OIT, the State CIO and the CISO are mandated to set the following standards:

§24-37.5-105(9) - The Office shall determine and implement statewide efforts to standardize information technology resources to the extent possible;

§24-37.5-106(1)(f.5) - The Chief Information Officer shall approve a set of minimum standards to control purchases of information technology resources by OIT for state agencies;

§24-37.5-106(1)(i) - The Chief Information Officer shall coordinate and direct the establishment of statewide standards for the efficient exchange of electronic information and technology, including infrastructure, between public and private sectors in the state;

§24-37.5-l06(1)(n) - The Chief Information Officer shall adopt standards and criteria for the procurement of adaptive technology by state agencies for the use of individuals who are blind or visually impaired;

§24-37.5-403(2)(a) - The Chief Information Security Officer shall develop and update information security policies, standards, and guidelines for public agencies;

§24-37.5-502(1)(e) - The Chief Information Officer shall establish telecommunications procedures, standards, and records for management of telecommunications networks and facilities for all state departments, institutions, and agencies;

§24-37.5-502(4)(a) - The Chief Information Officer shall, in consultation with recognized public safety radio communication standards groups, appropriate public agencies, and the chief of the Colorado state patrol, adopt recommended standards for the replacement of analog-based equipment with digital-based radio equipment for purposes of dispatching and related functions within the department of public safety;

§24-37.5-502(4)(b) - The Chief Information Officer shall, for purposes of serving the radio communications needs of state departments including, but not limited to, the departments of public safety, transportation, natural resources, and corrections, adopt recommended standards and set a timetable for the replacement of existing radio telecommunications equipment with a system that satisfies the requirements of the FCC public safety national plan; and

§24-37.5-602(2)(a) - The general government computer center (GGCC) shall in accordance with any policies, standards, and guidelines set forth by the office, adopt and implement standards, policies, and procedures for the use of electronic or digital signatures by governmental agencies where use of electronic or digital signatures is expressly authorized by law.